



Office of the Mayor-President

Purchasing Division

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Kris R. Goranson
Director of Purchasing

ADDENDUM NO. 1

File 21-910396, Solicitation Number: A21-910396

December 16, 2021

Your reference is directed to file **21-910396**, Solicitation Number: **A21-910396 Janitorial Services for EMS System**, located at various locations within East Baton Rouge Parish, which is scheduled to open at 11:00 a.m., on December 29, 2021.

- **This Addendum is to answer questions submitted in writing during the inquiry period that ended 5pm December 16, 2021.**

Q1. For EMS bid does the contractor have to supply all EMS buildings in the bid package?

A1. No, the contractor does not have to provide expendable supplies at the satellite locations. However, they do need to bring with them all cleaning equipment needed and all cleaning supplies, mops, brooms, cleaning disinfectants, cleaning rags, towels and all other items and materials necessary for the performance of the work of this contract and to maintain the cleanliness and sanitation of the building.

Q2. How often does the contractor have to strip&wax the floors at all EMS buildings in the bid package?

A2. The only location that requires stripping and waxing on this bid is EMS headquarters. It shall be done quarterly as part of the regular cleaning schedule. See page 21 of the bid pack.

Q3. What's the current cost to clean EMS headquarters on Harding Boulevard and the other EMS buildings in the bid package?

A3. EMS HQ is currently at 3,063.18 per month. The per occurrence cost on the satellite locations vary between \$21.00 and \$48.00 with the exception of EM-8 in Zachary which is \$120.00 per occurrence.

Q4. Is there a minimum number of cleaners that the contractor must have on site at the EMS headquarters?

A4. Please see Item 1 on the schedule of bid items, page 23 of bid pack. **Cleaning Hours: 7:00am to 3:00pm** Monday through Friday. (1 hour lunch break) **A MINIMUM OF 2 JANITORIAL STAFF ARE REQUIRED ONE OF WHICH IS AN ON-SITE SUPERVISOR AND ALSO PERFORMING JANITORIAL SERVICES.** This is also stated in first paragraph on page 19.

Q5. How many hours must the contractor have workers in the EMS headquarters building Monday through Friday?

A5. See answer to question 4 above.

Q6. During the pre-bid meeting held on December 14, 2021 it was stated that the contractor is to provide consumables only for the EMS Headquarters Complex located at 3801 Harding Boulevard, Baton Rouge LA 70807 and not at the other EMS locations. Please confirm that the contractor is not to provide consumables at the other EMS locations.

A6. Please see answer to question 1 above.

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Q7. On page 21 under “Frequency Schedule – QUARTERLY DUTIES” (a) states: “Strip, wax, refinish, and polish all bare floor surfaces according to floor manufacturer’s guidelines”.

Question: Is a complete strip and re-coating of the EMS Headquarters Complex to be done by the successful contractor quarterly?

A7. Yes, that is correct and vendor should keep it in mind when computing their best base price.

Q8. Under the cleaning schedule (page 22) for the other EMS Locations, there is no provision for the contractor to provide for a complete strip and re-coating and or carpet cleaning. Please confirm that the successful contractor is not required to provide a complete strip and recoating and or carpet cleaning at the other EMS Locations.

A8. Yes, this contract does not require the successful vendor to provide those services at the satellite locations. The services required at the satellite are: Dust blinds, Dust walls, Dust baseboards, Dust Furniture, Scrub and disinfect bathroom floors and fixtures (sink, toilet, shower, urinal), Dry and wet mop all floors, Vacuum carpet (where applicable), Wipe off and disinfect kitchen countertops, Wipe down all kitchen cabinets and appliances, Wipe down all stainless steel with appropriate cleaner (where applicable), Wipe interior and exterior of microwave.

Q9. On page 12 under “Contractor’s and Sub-Contractor’s Insurance”. Please confirm that all prime contractors, subcontractors and franchises must carry and maintain insurance as specified.

A9. Yes, It states on page 8 of the bid pack *“If work is to be performed on site, contractor shall furnish proof of insurance as required in specifications in accordance with the requirements included elsewhere in this document”* Any time work is done on City – Parish property, a CURRENT Certificate of Insurance is required. On page 12 of the bid pack is the City’s insurance requirements. Unless we have a current certificate on file, a current COI will need to be provided before work can begin.

This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes herein and return to Purchasing prior to bid opening in an envelope marked with the file number, bid opening date, and time. If this addendum does not cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

cc: Bid file 21-910396

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Signature

Date

Company